



DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS-LOUISIANA
OFFICE OF THE ADJUTANT GENERAL
JACKSON BARRACKS
NEW ORLEANS, LOUISIANA 70117

NGLA-JPM

1 July 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2021 Enlisted Promotion System (EPS) Memorandum of Instruction (MOI)

1. References:

- a. AR 600-8-19 (Enlisted Promotions and Reductions), 16 May 2019.
- b. AR 350-1 (Army Training and Leader Development), 10 Dec 2017.
- c. NGR 600-200 (Enlisted Personnel Management), 31 Jul 2009.
- d. NGR 600-5 (AGR, Title 32 Management), 21 Sep 2015.
- e. PPOM 20-010, Exceptions to Policy Concerning Army National Guard (ARNG) Enlisted Promotions During the Coronavirus (COVID-19) Outbreak, 28 Mar 2020.
- f. PPOM 20-008, New Implementation Guidance for the ARNG Enlisted Promotion System Selection from the Promotion List, 6 Mar 2020.
- g. PPOM 20-001, Modification to the Army National Guard Enlisted Promotion System, 13 Jan 2020.
- h. PPOM 19-051, Implementing Guidance for Exception to Policy (SGT-MSG) - Select, Train, Education, and Promote (STEP), 6 Dec 2019.
- i. PPOM 19-033, Refine Implementing Guidance for Promotion (pin-on) to Sergeant Major under Select, Train Education and Promote Methodology, 14 Jun 2019.
- j. PPOM 19-031, Permanent Change to Time In Service Requirements for Sergeant First Class (SFC) and Master Sergeant (MSG) Promotion Boards, 3 Jun 2019.
- k. PPOM 19-026, Modification to Policy of Enlisted Soldiers Participation in an Officer Producing Program, 21 May 2019.
- l. PPOM 18-001, Guidance for the ARNG Enlisted Promotion System, 7 Feb 2018.
- m. Army Directive 2020-06 (Army Combat Fitness Test), 12 Jun 2020.



n. HQDA Memorandum, Elimination of Department of the Army (DA) Photos, and Race, Ethnicity and Gender Identification Data for Officer, Warrant Officer and Enlisted Selection Boards (Updated), 26 Jun 2020.

2. Background: The Enlisted Promotion System (EPS) is a National Guard Bureau (NGB) directed program designed to provide a fair and equitable promotion process for enlisted personnel. Utilizing the Select, Train, Educate and Promote (STEP) methodology, it identifies the most qualified Soldiers with demonstrated potential and places them into verified vacancies (where no overgrade or excess Soldiers are available for cross-leveling) in order to meet the needs of the organization and increase personnel readiness. This promotion process affects all Soldiers in the ranks of SPC through MSG within the Louisiana Army National Guard (LAARNG).

3. Purpose: Provide clear procedural guidance and instructions for the LAARNG 2021 EPS Cycle. These instructions are intended to provide reference and procedural guidance for EPS actions including the procedures for use by the centralized and semi-centralized promotion boards and unit turn in procedures. Instructions are intended to standardize the board criteria and point system used to ensure that board proceedings are fair and equitable.

4. The following are notable changes from the previous EPS cycle:

a. The 2021 EPS OML will publish 1 November 2020.

b. When the 2021 EPS OML publishes, the LAARNG will no longer by-pass Soldiers without the requisite PME who compete for the next higher grade. Select, Train, Educate, Promote (STEP) is the only methodology that will be applied when selecting Soldiers from the promotion list, IAW paragraph 2a of reference 1f.

c. The SIBx Automated Board System will not be utilized for the SSG/E6 Board. Soldiers in the rank of SGT/E5, eligible for promotion consideration will be boarded under the 400 Administration and 600 Board points computation, IAW paragraph 2 of reference 1g.

d. LAARNG implemented the Integrated Personnel and Pay System-Army (IPPS-A) on 6 March 2020. IPPS-A is the HR System of record utilized to update Soldier's records and grants Soldiers the ability to process, track and initiate updates to their records through one secured system. Where IPPSA is the HR system of record, previous methods to generate the OML and select eligible Soldiers for promotion assignment remains the same from previous years.

e. Soldiers entering an officer producing program (OCS or WOCS) with promotion list status will not be administratively removed from the EPS OML. Once awarded special reporting code (SRC) 09S/09W, the enlisted Soldier is not eligible for selection to the next higher enlisted grade. Once a Soldier completes OCS/WOCS or withdraws

NGLA-JPM

SUBJECT: 2021 Enlisted Promotion System (EPS) Memorandum of Instruction (MOI)

SRC 09S/09R, the Soldier regains eligibility to compete for enlisted promotion, provided they did not accept their commission, IAW paragraphs 2-3 of reference 1k.

f. Soldiers with an approved Exception to Policy (ETP) under reference 1e or 1h, are not eligible for promotion consideration and are prioritized as priority one for NCOPDS training.

g. LAARNG will follow HQDA and NGB regulatory guidance regarding the Army Combat Fitness Test (ACFT) and Army Physical Fitness Test (APFT). Effective 1 October 2020, the ACFT replaces the APFT as the Army's physical fitness test of record, paragraph 4a of reference 1m. Soldiers will no longer conduct the APFT after 30 September 2020. No adverse administrative actions will be taken against a Soldier based on failing the ACFT. A Soldier's score, or comments regarding performance on the ACFT, will not be used administratively or considered as part of a semi-centralized or centralized promotion board process

h. Effective 1 August 2020, the requirement for enlisted selection boards to include the DA Photo as part of the board file is suspended. Data that identifies a Soldier's race, ethnicity and gender on the record brief will be redacted as a part of the board file, paragraph 3 of reference 1n.

5. Promotion Consideration (placed on the EPS OML): For promotion consideration, Soldiers must be Military Occupational Specialty Qualified (MOSQ), recommended by their commander for consideration, and meet Time in Grade (TIG), Time in Service (TIS), PME, and SSD/DLC requirements listed in paragraphs 5a-e of this EPS MOI and IAW paragraph 7-1e of reference 1a, requirements must be completed NLT the eligibility criteria date of: 30 September 2020.

a. Promotion Consideration to SGM/E9:

(1) 36 months TIG, 16 years TIS and 10 years CES.

(2) Qualified in a Primary MOS and awarded a skill level of 5.

(3) Must be eligible to attend and complete the Sergeant Major Academy, paragraph 7-20j of reference 1a.

(4) Pursuant to paragraph 7-3f of reference 1c, nominees to CSM must be appointed to CSM prior to their fifty-seventh birthday. Waivers or exceptions to policy for the age requirement are not authorized.

b. Promotion Consideration to MSG/E8:

(1) 36 months TIG, 12 years TIS (IAW reference 1k) and 8 years CES.

(2) Qualified in a Primary MOS and awarded a skill level of 4.

(3) SLC or ANCOC Graduate.

(4) Completion of SSD/DLC Level 4.

c. Promotion Consideration to SFC/E7:

(1) 36 months TIG, 8 years TIS (IAW reference 1k) and 6 years CES.

(2) Qualified in a Primary MOS and awarded a skill level of 3.

(3) ALC or BNCOC Graduate.

(4) Completion of SSD/DLC Level 3.

d. Promotion Consideration to SSG/E6:

(1) 18 months TIG.

(2) Qualified in a Primary MOS and awarded a skill level of 2.

(3) BLC, WLC or PLDC Graduate.

(4) Completion of SSD/DLC Level 2.

e. Promotion Consideration to SGT/E5:

(1) 12 months TIG.

(2) Qualified in a Primary MOS and awarded a skill level of 1.

(3) Completion of SSD/DLC Level 1, DLC completion exceptions published last EPS cycle are no longer authorized.

f. Soldiers that do not meet TIS & TIG requirements when the promotion board adjourns, but will meet those requirements at a point throughout the life of the 2021 EPS OML, will be considered by the promotion board and placed on the OML, IAW paragraph 7-20k of reference 1a. Their names will be italicized and they will not be selected for promotion assignment until they meet the TIS & TIG requirements. The Expanded Zone of Consideration cutoff date is the last day of the month the board convenes, plus 12 months: 31 October 2021.

g. The board will consider a Soldier who has a SFPA (regardless of type) in effect provided they are otherwise eligible for consideration, but the Soldier cannot be selected nor promoted until the suspension has been removed, paragraph 7-20b of reference 1a.

h. Soldiers undergoing medical evaluation processing will be considered for promotion board action or, if already promotable, will not be denied promotion based on medical disqualification if they are otherwise qualified for promotion, paragraph 7-20g of reference 1a.

i. Soldiers may be considered for assignment and promotion without regard to SQL, ASI, and language identification code that is required for their positions unless the qualification is indispensable to performance. A consistent standard for each MOS, grade, functional area, and type of unit is implemented and utilized, paragraph 7-39g of reference 1a.

j. Soldiers will be considered for promotion, enrolled in NCOPDS, and selected for assignment based on their CPMOS. The CPMOS will be the primary MOS unless there is a compelling reason for it to be another MOS, paragraph 7-30d(2)(a) of reference 1a.

(1) Compelling reasons to change a Soldier's CPMOS are: a merger MOS that changes at the next level; a documented command directed reassignment for an AGR Soldier; or a Soldier in an isolated MOS with little chance of progression.

(2) Soldiers that fall into one of the above listed instances may request to be considered for promotion in their secondary/alternate MOS. Requests will be submitted on a DA Form 4187 at the company level, then routed through the DRU for recommendation. Final approval authority is the LAARNG Army Senior Enlisted Advisor.

(3) Requests for CPMOS Change will be completed IAW Encl 1, CPMOS Change and are due to the EPS INBOX NLT: 1 OCTOBER 2020.

6. Promotion Consideration Ineligibility: Soldiers that do not meet the TIS & TIG requirements by the Expanded Zone of Consideration date, and do not meet the SSD/DLC and PME requirements by the eligibility criteria date, are not eligible for consideration by the promotion board, paragraph 7-20d, of reference 1a. An Ineligibility Counseling will be completed and submitted on a Soldier not eligible for promotion consideration IAW Encl 2, DA Form 4856 Ineligibility Counseling.

7. Soldiers that fall in any of the following categories at the time of the unit EPS turn in will not be eligible for promotion consideration. Furthermore, Soldiers are in a non-promotable status and will not be selected, promoted, advanced, appointed to a higher rank, or laterally appointed to CPL, 1SG, or CSM when one of the following conditions exist:

a. Approved or initiated Bar to continued service or extension of enlistment.

b. Non-selected for retention by a board (QRB, ASMB, any administrative separation board other than medical).

- c. Assigned to the Inactive National Guard (ING).
- d. Declared an unsatisfactory participant.
- e. Approved voluntary retirement.
- f. Qualifying conviction for domestic violence under the Lautenberg Amendment.
- g. Does not have a High School diploma or equivalent.
- h. In the STEP process and assigned ASCO U5 or approved for a promotion ETP under reference 1e or 1h.
- i. Prior service Soldiers from sister Services that have not completed Army BCT, Prior Service Basic Combat Training Course or Warrior Transition Course, or authorized equivalent and does not hold an Army MOS (09U).
- j. Fails to qualify, for cause, the security clearance required by the MOS in which considered for promotion. Soldiers in the grade of E7 with a Security Clearance code of Revoked or Denied in IPPSA are eligible for promotion consideration, however will not be eligible for promotion pin on until they receive the appropriate security clearance level.
 - (1) The following security clearance eligibility requirements are a prerequisite for promotion and Soldiers who cannot attain a Security Clearance IAW paragraph 1-16 of reference 1a, will not be eligible for promotion pin on to MSG or SGM.
 - (2) Promotion to MSG and SGM requires eligibility for an interim secret clearance or higher.
 - (3) Promotion to SGT through SFC requires the clearance eligibility required by the promotion MOS or an interim security clearance at the same level.
 - (4) AGR Soldiers must have a valid secret clearance IAW paragraph 6-4c(1) of reference 1d.
- k. Participating in an Officer producing program, Officer Candidate School (OCS) or Warrant Officer Candidates (WOCS), reference 1k:
 - (1) Soldiers entering an officer producing program (OCS or WOCS) with promotion list status will not be administratively removed from the EPS OML.
 - (2) Upon being awarded special reporting code (SRC) 09S/09W, an enlisted Soldier is no longer eligible or available for selection to a higher enlisted grade. Upon completion of OCS/WOCS or withdrawal of SRC 09S/09W, the Soldier regains eligibility to compete for enlisted promotion, provided they did not accept their commission.

NGLA-JPM

SUBJECT: 2021 Enlisted Promotion System (EPS) Memorandum of Instruction (MOI)

(3) Simultaneous Membership Program (SMP) 09R participants are not eligible for consideration and do not require a DA 4856, Ineligibility Counseling.

8. Denial of Promotion Consideration: IAW paragraph 7-33a of reference 1a, Soldiers who are eligible for promotion may be denied consideration. Denial may be based on the Soldier's misconduct, lack of sufficient experience or qualifications, or lack of potential to serve at the higher rank. Reference Encl 3, Denial of Promotion Consideration Process, to initiate a denial of consideration.

a. Promotion Consideration Denials are due NLT: 1 September 2020.

b. Denial of promotion considerations will be initiated at the unit level at least 30 days prior to the suspense date listed above. This will enable the Soldier to have at least 30 days to prepare comments and consult with a judge advocate, if desired. Additionally, it will allow the approval authority to take final action prior to the DRU turn in dates.

c. Commanders will personally approve or disapprove promotion consideration denials and will not delegate this authority.

(1) For SPC, CPL, and SGT, denial of promotion consideration will be approved by the first CDR authorized in the rank of LTC or higher.

(2) For SSG and SFC, denial of promotion consideration will be approved by the first CDR authorized in the rank of COL or higher.

(3) For MSG, denial of promotion consideration will be approved by the AG.

9. Personnel Eligibility Rosters (PERs).

a. Unit PERs are available for download from SIBx Web and a board roster is available for reference in IPPS-A. Instructions to locate and download reports are listed within the Centralized and Semi-Centralized Promotion enclosures. Units must ensure accountability of incoming or recently transferred Soldiers.

b. Review and verify the remarks column of the unit PER, which will indicate the Soldier's reason(s) for promotion consideration ineligibility. A completed counseling is required for those Soldiers IAW Encl 2, DA Form 4856 Ineligibility Counseling. All Soldiers should know and understand their reason(s) for ineligibility before signing their counseling statement.

10. Semi-Centralized Promotions (SGT & SSG).

a. Eligible SPC/E4s and SGT/E5s will complete their EPS documents IAW Encl 4, Semi-Centralized Promotions (SGT & SSG). SGT/SSG Administrative Points will be completed and verified on the Form 4100-1A-R-E, IAW paragraphs 7-50 through 7-58 of

NGLA-JPM

SUBJECT: 2021 Enlisted Promotion System (EPS) Memorandum of Instruction (MOI)

reference 1a. The administrative points on the Form 4100-1A-R-E, will be verified at unit turn in against the administrative points listed on the board roster in IPPS-A. The HR system of record is IPPS-A, therefore the administrative totals listed must be equal to each other. In the event these points are not exactly the same, the administrative points listed in IPPS-A will take precedence and an adjustment to the overall total will be completed.

b. Soldiers will verify the accuracy of data entries on their Form 4100-1A-R-E, then complete, sign and date Section IV, Verification of Promotion Point Worksheet. If the Soldier does not wish to be considered for promotion, they will indicate that selection in Section IV. When Soldiers are not available to do this in person, the CDR (or a delegate) may do this by telephone, fax, or mail (including email), to accomplish all of the required actions. Then the CDR or Delegate may sign and date the form for the Soldier, IAW paragraph 7-30d(2) of reference 1a.

c. Form 4101-1-R-E, Promotion Appraisal Worksheet. Eligible Soldiers will be evaluated at the platoon/company level. The preferred rating should be Squad Leader/First Line Leader, Platoon Sergeant and First Sergeant. Each completing one NGB 4101-1-R-E and utilizing the Promotion Appraisal Rating Guidance in Encl 4, Semi-Centralized Promotions (SGT & SSG), when evaluating Soldiers. It is the 1SG's responsibility to ensure that every eligible SPC/E4 and SGT/E5 assigned to the unit has three completed appraisal worksheets.

11. Centralized Promotions (SFC, MSG & SGM).

a. Soldiers eligible for consideration by the centralized promotion board will complete their EPS documents IAW Encl 5, Centralized Promotions (SFC, MSG, & SGM) and utilize Form 4100-1B-R-E, Senior Enlisted Worksheet, Sergeant First Class through Sergeant Major Boards.

(1) NCOs will validate their administrative data listed in Section I, verify or decline consideration and sign in Section II. Soldiers will then indicate their selections in the Standard Options block of the Form 4100-1B-R-E (Senior Enlisted Worksheet).

(2) When Soldiers are not available to do this in person, the CDR (or a delegate) may do this by telephone, fax, or mail (including email), to accomplish all of the required actions. The CDR or Delegate may sign and date the form for the Soldier, IAW paragraph 7-30d (2) of reference 1a.

b. The 2021 Promotion Boards are scheduled to convene 13 through 23 October 2020 in order to consider eligible Soldiers for promotion to SFC through SGM, paragraph 7-20a, of reference 1a.

c. These boards will utilize the SIBx Automated Board System (ABS) Whole Soldier/One Vote process. Each board member gets one vote for each Soldier. The votes can range from 6+ to 1, with 6+ being the highest score. Each Soldier must

become knowledgeable of the promotion process to help prepare themselves and their records for the promotion board and avoid the potential for non-selection for a promotion assignment. The board will consider all eligible Soldiers in the ranks of SSG through MSG for promotion, unless they decline promotion consideration on the Form 4100-1B-R-E, Senior Enlisted Worksheet.

d. All Soldiers eligible for promotion consideration to MSG/E8 or SGM/E9 will be evaluated and boarded for the Best Qualified (BQ) Leadership Board. Once the final board adjourns, and the EPS OML is published, Soldiers selected as best qualified for a vacant leadership position, but decline the selection/assignment, will not be penalized and will maintain their ranking on the OML.

e. The Enlisted Promotion Board's hard vote baseline criteria has been established, approved and published. Appointed board members will review the baseline criteria in Encl 6, SFC through SGM Promotion Board Baseline. On the day of the scheduled board and under the Board President's direction, appointed board members will establish the soft vote criteria.

f. The board members will review board packets comprised of both, iPERMS and non-iPERMS documents. Non-iPERMS documents and submittal procedures are detailed and provided in Encl 5, Centralized Promotions (SFC, MSG & SGM).

g. Correspondence with the Promotion Board: No one other than Soldier being considered for promotion may correspond with the promotion board, paragraph 7-32, reference 1a. Written communication to the board is authorized if the Soldier being considered requests to address or provide documents and information, which they feel is important to their consideration. However, it is encouraged only when there is something not provided in the Soldier's records, and which the Soldier feels that it will have an effect on the board's deliberations. Correspondence to the board is optional and must be signed by the individual Soldier. Memorandums will be completed IAW Encl 7, Memorandum to the President of the Board.

12. DRUs will establish and implement subordinate unit EPS Packet inspections and completion procedures IOT ensure Soldier's records are being updated as requested or needed, the Promotion Point worksheets are being completed correctly.

a. Soldiers being considered for promotion must review their SRB, review and update their iPERMS record as needed, and certify their records are correct to the best of their knowledge. Eligible Soldiers will take responsibility and accountability for their individual records that are being reviewed by the enlisted promotion board.

b. Soldiers needing assistance in updating their AMHRR or SRB should directly contact or meet with their full time personnel (Admin/HR NCO, S1 BN/BDE PSNCOs). Leadership should ensure that all eligible Soldiers are able to access, thoroughly review and certify their records.

c. The overall responsibility for reviewing and ensuring records are updated, ultimately belongs to the Soldiers eligible for consideration by the board. In order to facilitate this, the EPS Manager will ensure that a list of available resources, references, website links and "How to Guides" are available for distribution to the lowest level. Failure to accurately review and update a Soldier's record will directly impact that Soldier's placement on the 2021 EPS OML.

d. Soldiers who are not available to process their promotion documentation due to unauthorized absence, unsatisfactory participation, or AWOL will not be contacted. If they do not return to duty before the established turn in dates, they will not be considered by the 2021 EPS board, paragraph 7-30d(2) of reference 1a.

13. Unit Turn in Schedule: Unit submission dates and locations are listed in Encl 8, Turn-In Dates and Soldier's promotion documents will be uploaded to the J1 server NLT 0700 on the assigned turn in date listed.

a. It is required that a representative be physically present at turn in. At a minimum, a battalion representative will be at the location on the assigned date IOT address any questions or issues that may come up during the EPS turn in process.

b. Units must strictly adhere to the schedule due to the tentative Centralized Board dates. If the turn in dates conflict with DRU schedules, contact the EPS Manager as soon as possible IOT reschedule.

c. At the conclusion of each turn-in, if no errors or issues are identified, the representative will receive acknowledgement from the EPS Manager confirming receipt of the required documentation for each individual Soldier assigned.

d. If there are errors or missing packets for eligible Soldiers, the EPS Manager will annotate those discrepancies and inform the representative. It is the representative's responsibility to correct their unit's deficiencies prior to the conclusion of turn in. The DRU representative will notify the EPS Manager once all deficiencies have been addressed, corrected and resubmitted. The EPS Manager will verify those corrections and will send the DRU representative an acknowledgement of receipt. EPS turn in is not complete until the DRU receives this confirmation.

14. Order of Merit List: When the last board adjourns, the EPS Manager will verify all the data compiled by the board and generate an Order of Merit List (OML). The 2021 EPS OML will publish on 1 November 2020 for widest dissemination IAW paragraph 7-38, of reference 1a. The minimum information on a promotion list will be the Soldier's name, promotion or career progression MOS, and a code to determine M-day or AGR status.

a. The 2020 EPS OML will expire effective 31 October 2020 and Soldiers who have not been selected by the expiration date of the 2020 EPS OML, will re-compete, if eligible, for promotion assignment.

NGLA-JPM

SUBJECT: 2021 Enlisted Promotion System (EPS) Memorandum of Instruction (MOI)

b. Requests to fill unit vacancies utilizing the 2020 EPS OML must be submitted NLT 30 September 2020. All vacancies received on or before the suspense date listed above will be completed and closed out prior to the 2021 EPS OML publishing.

c. The following transactions are authorized for processing on or after 1 October 2020: Pending EPS Acceptance or Declinations sent to the EPS INBOX prior to the suspense date listed in 15a, Request for Transfers Outside DRU, and requests for Soldier promotions and reductions.

d. An updated OML will be published and posted on the J1 Server monthly.

15. Selection and Promotion (selected for and assigned to a higher graded position; pin on promotion): In order to be selected for promotion, Soldiers must be in a promotable status as defined in paragraph 7-4 of reference 1a, at the time of the requested EPS Vacancy Fill.

a. Effective 1 November 2020, requests for NCO Vacancy fills will be completed utilizing the Position Vacancy Report (PVR) in IPPS-A, and IAW Encl 9, Request NCO Vacancy Fill. Previous EPS announcement request memorandums will no longer be utilized. Requests will be submitted to the EPS INBOX after all attempts to fill the NCO vacancy IAW paragraph 4-10d of reference 1c have been exhausted.

b. IAW paragraph 2a of reference 1f, Soldiers without the requisite PME will no longer be bypassed when selecting eligible and available Soldiers competing for the next higher grade position. Select, Train, Educate, Promote (STEP) is the only methodology that will be applied when selecting Soldiers from the promotion list.

c. Soldiers are eligible for immediate selection and assignment to positions, and if fully qualified, promotion concurrent with assignment, paragraph 7-39b of reference 1a. In the event the position is filled after the EPS Selection Notification is sent and the selected Soldier accepts, the selected Soldier will not be reassigned to the position and/or promoted until the position is vacant.

d. Soldiers selected from the promotion list for assignments they are fully qualified for will be promoted concurrently with the assignment provided they meet the PME requirements in paragraph 1-28 of reference 1a.

e. Soldiers selected from the promotion list for assignments but without the required NCOES completed must meet the training requirements within the established time line in table 7-4 of reference 1a. The EPS Manager will code these Soldiers "U5" in IPPS-A, to track successful completion of PME. Reference Encl 10, LAARNG ASCO U5 policy for additional information and guidance.

f. Acceptance or Declination Procedures for EPS Selected Vacancies will be completed IAW Encl 11, Selection Acceptance or Declination Procedures.

g. Upon acceptance of the promotion assignment and submittal of required EPS documents, the EPS Manager will publish the transfer order and if required assign ASCO U5 or if eligible publish a concurrent promotion order. Soldiers will comply with reassignment order, report for duty in the higher grade position selected for and serve at least 18 months in the duty position before requesting voluntary reassignment. Soldiers assigned ASCO U5, may be required to extend/reenlist IOT meet the required service obligation for a PME ATRRS reservation. Soldiers authorized promotion concurrent with transfer order will extend/reenlist, IOT meet the remaining service obligation for promotion, paragraph 7-40i, of reference 1a.

h. Requirements for promotion pin-on to the next higher rank/grade include:

(1) On the EPS list and selected for promotion assignment.

(2) Must not be flagged for any reason.

(3) Meet the security clearance requirement for the position and MOS.

(4) Agree to extend, if necessary, to meet the Remaining Service Obligation for promotion. IAW paragraph 7-8 of reference 1a, 12 months from the effective date of promotion to SGT/SSG and 36 months from the effective date of promotion to SFC/MSG/SGM.

(5) Current passing height/weight (within 8 months) recorded in DTMS.

(6) A passing APFT IAW reference 1e and 1m recorded in DTMS.

(a) LAARNG will be in compliance with all regulatory guidance published regarding the ACFT and APFT. IAW reference 1m, effective 1 October 2020, the ACFT replaces the APFT as the Army's physical fitness test of record. Soldiers with a passing APFT will no longer conduct the APFT after 30 September 2020. Soldiers who failed their last record APFT will follow the regulatory guidance listed in paragraph F-5k of reference 1b.

(b) A passing score on the last record APFT remains valid until 31 March 2022 for any purpose requiring a passing APFT or score and must be input into DTMS.

(c) No adverse administrative actions (SFPA, EPS OML Standings derogatory/referred evaluation reports) will be taken against a Soldier based on failing the ACFT until further guidance is published. A Soldier's score, or comments regarding performance on the ACFT, will not be used administratively (such as the Noncommissioned Officer Evaluation Reports, Academic Evaluation Report, Enlisted Record Brief, or Soldier Record Brief) or considered as part of a semi-centralized or centralized promotion board process until further guidance is published.

NGLA-JPM

SUBJECT: 2021 Enlisted Promotion System (EPS) Memorandum of Instruction (MOI)

i. Selecting Soldiers to fill 00F positions will be completed using the approved list of applicable MOSs per position IAW paragraph 7-40e of reference 1a and paragraph 2-21 of reference 1c.

16. No-Name Fill (NNF): Soldiers previously approved by the LAARNG SEA to fill a NNF Vacancy will compete for promotion consideration based on their current rank and MOS, not the rank and MOS of the NNF position. Reference Encl 12, No Name Fill (NNF) Information, for additional guidance.

17. Mobilized Units: It will take a concerted effort between the rear unit, forward unit, battalion, and DRU to ensure mobilized Soldiers, both CONUS & OCONUS (i.e. WTU), are not overlooked during the entire promotion consideration process.

18. Address questions concerning this memorandum to the EPS Manager, MSG Abigayle C. Richard at office (225) 761-6734 or email: abigayle.c.richard.mil@mail.mil.

Encl

LARRY W. BENTON
COL, EN
Director of Personnel and Manpower

DISTRIBUTION:
B, G